

MINUTES OF THE
AD HOC COMMITTEE TO EVALUATE RECONFIRMATION
OF PERSONNEL OPENINGS

WEDNESDAY, MARCH 5, 2008

At a meeting of the **Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings**, held Wednesday, March 5, 2008, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Camphous-Peterson-Chair, D. Flynn, Rengert, Slinde and Tocco.

There being a quorum of the committee present, Chair Camphous-Peterson called the meeting to order at 9:07 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Slinde, supported by Rengert, to adopt the agenda, as presented. **The Motion Carried.**

PRESENTATION BY DEPARTMENT HEADS OF POSITION ANALYSIS
QUESTIONNAIRE FOR EACH VACANT PERSONNEL OPENING FOR
CONSIDERATION

Committee was in receipt of questionnaires for some of the positions on the agenda.

EVALUATION AND RECOMMENDATION TO PERSONNEL COMMITTEE
REGARDING DETERMINATION OF EACH VACANT PERSONNEL OPENING

One Division Director, Health Promotion/Disease Control -
Health Department

Mr. Kalkofen stated that this vacancy was created because of the retirement of the previous director. He said he is requesting that the 20 week hiring delay be waived because it is a critical position and there are statutory responsibilities that need to be filled. He referred to the organizational chart that was provided and stated that there are approximately 47 employees in that division and failure to meet their output measures does jeopardize funding that comes to the County. He provided a couple of examples regarding the scope and responsibilities of the position and situations that have occurred recently in the community.

Commissioner Slinde spoke in support of replacing this position immediately and offered to make a motion to approve.

Mr. Herppich stated that it was his understanding that the duties of this Ad Hoc Committee are to review vacancies and either forward them for reconfirmation or eliminate them in the budget process. He said he was not sure that waiving the 20 week hiring period was part of it and would be an issue more appropriate for the Personnel Committee.

Chair Camphous-Peterson felt that a motion can be made by this Ad Hoc Committee recommending the waiving of the 20 week hiring delay for this position and forwarded to the Personnel Committee.

MOTION

A motion was made by Slinde, supported by Rengert, to approve the reconfirmation of one Division Director, Health Promotion/Disease Control in the Health Department, and waive the 20 week hiring delay, and forward to the Personnel Committee. **The Motion Carried.**

Two Environmentalists II/III – Health Department

Mr. Kalkofen stated that both Environmentalists are involved in activities that are statutorily required. He said the first position works in the Food Service Program and a portion of the position is state funded.

Chair Camphous-Peterson asked what percentage is covered by state funds and Mr. Kalkofen replied approximately 16 percent.

MOTION

A motion was made by Slinde, supported by D. Flynn, to approve the reconfirmation of one Environmentalist II/III at the Health Department and forward to the Personnel Committee. **The Motion Carried.**

Mr. Kalkofen stated that the other Environmentalist works in the Well and Septic Program and is involved with the issuing of septic tank field permits, well inspections and mortgage inspections. He noted that even though houses are not selling at a rapid pace, he does not want to lose the position.

Commissioner Slinde referred to the current economy issues and wondered what happens after the 20 week waiting period and if it is determined there is not a need at that time to hire someone. Mr. Herppich explained that after the 20 week delay, a letter is sent to the department head indicating that the 20 weeks have lapsed and the position is now available to be posted and the department head will let them know if the position needs to be posted, delayed further or re-evaluated.

MOTION

A motion was made by D. Flynn, supported by Rengert, to approve the reconfirmation of one Environmentalist II/III in the Health Department and forward to the Personnel Committee. **The Motion Carried.**

One Computer Maintenance Clerk – Health Department

Mr. Kalkofen stated that this is the only Computer Maintenance Clerk that works in their St. Clair Shores office and is responsible for registering and providing documentation for clients, as well as getting the vaccines out to the private physicians that provide immunizations under the federal vaccine program for children. He said they can accommodate the 20 week waiting period and move staff around internally to satisfy the job requirements until the position is filled.

Chair Camphous-Peterson asked what percentage is state or federal funded and Mr. Kalkofen replied less than 10 percent.

MOTION

A motion was made by Slinde, supported by Tocco, to approve the reconfirmation of one Computer Maintenance Clerk in the Health Department and forward to the Personnel Committee. **The Motion Carried.**

Two Business Systems Analysts – Information Technology Department

Ms. Zerkowski stated that these vacancies were created because of retirements and both positions are pivotal in delivering information technology to departments. She referred to updated information that was distributed and highlighted the scope of the positions and the departments they provide services to. She said they have large projects that may encompass a couple of months and currently their work activities are being handled by an Analyst Programmer or another Business Systems Analyst.

MOTION

A motion was made by Slinde, supported by Rengert, to approve the reconfirmation of two Business Systems Analysts in the Information Technology Department and forward to the Personnel Committee. **The Motion Carried.**

One Computer Maintenance Clerk – Clerk's Office

Chair Camphous-Peterson stated that paperwork was not provided by the department so this position will be on next month's agenda.

**One Licensed Boiler Operator/Refrigeration Maintenance –
Facilities and Operations Department**

Chair Camphous-Peterson stated that paperwork was not provided by the department so this position will be on next month's agenda.

One Typist Clerk – Equalization Department

Mr. Mellen stated that this position is driven by home sales and since sales are down, he has no problem with waiting the 20 weeks. He said he will need the position should the market turn around.

MOTION

A motion was made by Tocco, supported by Slinde, that the position of Typist Clerk in the Equalization Department be held vacant until the Director comes back with a need to fill it. **The Motion Carried.**

ADJOURNMENT

MOTION

A motion was made by Slinde, supported by Tocco, to adjourn the meeting at 10:03 a.m. **The Motion Carried.**

**Corinne Bedard
Committee Reporter**